



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

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Appraiser: Henry Wolfinger, NWML
Agency: U.S. Census Bureau
Subject: Job. No. N1-029-10-5

INTRODUCTION

Schedule Overview

This job covers records created and accumulated by the Census Bureau during its conduct of the 2010 decennial census.

Executive Summary

Decennial census records have great value for genealogical research, social sciences study (e.g., demography) and legal purposes (apportionment of Congress among the states). This appraisal identifies those permanently valuable census records that meet these and other research needs and makes certain that such records are appropriately scheduled for eventual transfer to the National Archives. It also ensures that those records proposed for disposal do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government.

Perhaps of most importance to genealogists, the proposed schedule provides that the 2010 decennial census forms will be preserved in the form of scanned images. This is similar to past practice with census forms. Paper forms have not been preserved for any of the 20th century censuses, with microfilm having replaced paper as a permanent medium for the forms. For 2010, the Census Bureau is preserving the digital image of each census form as well as the data base containing response data and linkage information to the scanned images. (The scanned images are covered by Section C, Item 2, of the schedule, and the database, the Individual Census Record File, by Section D, Item 3a).

Of critical importance to social science researchers are the permanently valuable summary data files that provide counts of population characteristics, such as age, race, sex, Hispanic origin and household relationship, sorted at a variety of geographic levels. Of similar value is the Public Use Microdata Sample File that provides demographic, social, economic, and housing data for a sample of the population. The summary data files include the population totals used by Congress for apportioning the U.S. House of Representatives, as well as the population totals for categories of race used for legislative redistricting. (The summary data files, public use microdata files and other data products are covered by Section G of the schedule.)

The geographic products and outputs from the 2010 census are another significant set of permanently valuable records that can be used for genealogical and other research. They encompass census block maps, census tract outline maps, metropolitan statistical area maps, and other maps that show the

boundaries and names of geographic areas for which the Census Bureau tabulates and presents statistical data. They also include thematic maps that illustrate the distribution of population characteristics such as age, sex, race, and Hispanic origin. The Census Bureau produces the maps from yet another database, the Master Address File/Topographically Integrated Geographic Encoding and Referencing (MAF/TIGER) database. (The maps and other product extracts from the database are covered by Section F of the schedule).

Although some 2010 decennial census records are governed by the confidentiality provisions of Title 13, United States Code, and will not be open for general research until 72 years old (i.e., the year 2082), the proposed schedule provides that all permanently valuable records be transferred to the legal and physical custody of the National Archives within ten years of the completion of the census. This arrangement helps ensure that the records are properly preserved for future research. The transfer of electronic records that have value for genealogic research is even more expedited. For example, the digital images of the response questionnaires are to be transferred to the National Archives no later than August 31, 2011, and the Individual Census Record File is to be transferred no later than September 30, 2013. NARA is already establishing arrangements for the transfer and storage of these and other electronic records in NARA's Electronic Records Archives (ERA).

Additional Background Information

The 2010 census records schedule is arranged by business process or record type. A major stage of the business process (e.g., Address List Development) can be further subdivided by business operations (e.g., Address Canvassing) that generate and/or utilize records. The records and their proposed dispositions are then set forth. Among the record types covered by the schedule are geographic products and outputs, data products, and publications, studies and reports.

The appraisal of the records covered by this schedule is similarly organized by stages in the business process or record type. Given the close relationship of the records in each stage to a specific business process, temporary records are normally grouped together and analyzed, as are permanent records. Likewise, temporary and permanent records are separately grouped and analyzed in those sections covering record types.

The 2010 census records schedule is similar to the 2000 census records schedule in structure and content. Both are organized by business process or record type, and the processes and records generated and utilized in conducting the 2010 census are much the same as those employed for the 2000 census. In analyzing the value of the records of the 2010 census, this appraisal, wherever applicable, references NARA's determinations of the value of similar records in the approved schedule for disposition of records of the 2000 census.

NARA staff worked closely with the Census Bureau records officer and representatives of the Decennial Management Division to develop a decennial records management schedule that meets both agencies' needs. NARA staff commented on drafts of the schedule and met with Decennial Management Division staff to gain a better understanding of the schedule, the records, and the business processes that produced them.

Disposition instructions for a number of record series are crossed off the schedule because these entries are actually filing instructions. As the instructions do not encompass the ultimate disposition of the records, the Census Bureau does not need the approval of the Archivist to implement them.

The instructions have been crossed off to distinguish them from disposition instructions that the Archivist must approve so that the Census Bureau can implement them. Similarly, non-record material and records already authorized for disposal are crossed off the schedule because the Census Bureau already has authority for their disposal. Finally, for purposes of clarity, a few records are cited at more than one point in the schedule. If an item provides no more than a point of reference to the actual disposition instructions, it is crossed off the schedule.

At a telecom of August 31, 2010, NARA representatives and staff members from the Census' Geography Division and Decennial Management Division reached agreement on scheduling the Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) database. The MAF/TIGER database, which is maintained by the Geography Division, services a number of Census data collection programs, including the decennial census and the American Community Survey. The Geography Division will schedule the MAF/TIGER database separately, but the extracts from the database will be incorporated into the schedules for the program divisions responsible for those products. Hence, while the MAF/TIGER database does not appear in this schedule, MAF/TIGER extracts relating to the 2010 decennial census are scheduled (Item F5, Geographic Products and Outputs, TIGER/Line Shapefiles).

Overall Recommendation

I recommend approval of the attached schedule.

APPRAISAL

SECTION A – ADDRESS LIST DEVELOPMENT

The Census Bureau compiles a comprehensive list of all living quarters (addresses or location descriptions) to enumerate the nation's stateside and Puerto Rico population. To produce the list of living quarters, the Bureau utilizes the MAF/TIGER database, which includes addresses that identify all potential living quarters and spatially locates the address of each.

Temporary Records: Input Records/Files

Item A1b – Address Canvassing: Large format maps

Item A1c(1) – (4) – Group Quarters Validation (GOV): Large and small format maps, address registers and group quarters validation

Item A1e(1) - (3) – Field Verification: Large format maps, Assignment Area locator small format maps and small format collection block maps and address registers

Item A1f(1) & (2) – Local Update of Census Addresses program: Address lists, maps and disposition lists, and annotated documents

Item A1g(1) & (2) – New Construction Program: Address lists and maps, and annotated documents

Item A1h(1) & (2) – Update/Leave: Address registers and associated maps

Item A1i(1) & (2) – Update/Enumerate: Address registers and associated maps

Item A1j(1) & (2) – Remote Alaska and Remote: Address registers and associated maps

Item A1k(1) & (2) – Island Areas: Address registers and associated maps

Item A1l – Non-ID Questionnaire Processing: Electronic file

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- Captured elsewhere in permanent records: The above records relate to business processes aimed at capturing addresses or location descriptions for living quarters for enumeration purposes. Addresses or location descriptions for persons responding to the census are captured in the Individual Census Record File (ICRF) and the Decennial Response Integration System (DRIS), both of which are proposed for permanent retention under Items D3a and C2, respectively, of the proposed schedule.
- Previously appraised as temporary: The above records are similar in nature and content to the address development records appraised as temporary for the 2000 decennial census (Job No. N1-029-00-2, Items 1.a.1 through 1.a.13).

Adequacy of Proposed Retention Period(s) for temporary records: Adequate from the standpoint of legal rights and accountability

Media Neutrality: Approved, excluding any records already in electronic form

Permanent Records: None in this section

SECTION B – DATA COLLECTION

Records included in this section of the schedule include both input and output records generated by the data collection phase of the 2010 decennial census. The subsection on input records proposes dispositions and other instructions for all data collection operations. These include special data collection operations separate from the primary mailout/mailback operation. The paper questionnaires are listed in this section of the schedule only to provide appropriate context for understanding the data collection process the Census Bureau used in gathering respondent information. As the disposition of the completed paper questionnaires and forms has been previously approved in Job No. N1-029-00-1, Item 1, these entries [Items B1a through B1d, B1f(1), B1g(1), B1h(1), B1k(1) and B1l] are crossed off the proposed schedule. The subsection on output records includes electronic files (Item B2a) containing respondent data entered into the Decennial Response File listed under Item D1 of the proposed schedule.

Temporary Records: Input Records/Files

Item B1e – Telephone Questionnaire Assistance Center: Electronic files containing response data

Item B1f(2) - Group Quarters Enumeration: Maps of enumerator assignment areas and blocks within assignment areas

Item B1(g)(2) – Enumeration at Transitory Locations: Maps of enumerator assignment areas and blocks within assignment areas

Item B1(h)(2) – Non-response Follow-up: Maps of enumerator assignment areas and blocks within assignment areas

Item B1(i) – Coverage Follow-up: Electronic Files containing response data

Item B1(j) – Federally-Affiliated Americans Overseas Count: Form D-55 and related administrative records

Item B1(k)(2) – Be Counted Program: Progress Tracking Forms

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Captured elsewhere in permanent records: The maps of enumerator assignment areas and blocks within assignment areas captured by extracts from the MAF/TIGER database proposed for permanent retention under Item F5 of the proposed schedule. The unprocessed source files containing questionnaire responses are incorporated and processed at headquarters into the Individual Census Record File, proposed for permanent retention under Item D3a of the proposed schedule. The counts of Federally-Affiliated Americans overseas are included in tables Census publishes for apportionment, proposed for permanent retention under Item G1 of the proposed schedule. Each state is shown with its resident population and its overseas population for the total apportionment population.
- Previously approved as temporary: The maps of enumerator assignment areas and blocks within assignment areas are similar in nature and content to the maps appraised as temporary for the 2000 decennial census (Job No. N1-029-00-2, Item 2.a.2). The electronic files containing response data are similar in nature and content to the electronic files appraised as temporary for the 2000 decennial census (Job No. N1-029-00-2, Item 2.a.3).
- Has little or no research value: The progress tracking forms are used for quality assurance checks conducted by Local Census Office clerks.

Adequacy of Proposed Retention Period(s) for temporary records: Adequate from the standpoint of legal rights and accountability

Media Neutrality: Approved, excluding any records already in electronic form

Temporary Records: System Outputs

Item B2a – Electronic Files containing response data

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Captured elsewhere in permanent records: The unprocessed source files containing questionnaire responses are incorporated and processed at headquarters into the Individual Census Record File, proposed for permanent retention under Item D3a of the proposed schedule.
- Previously approved as temporary: The above records are similar in nature and content to the response data electronic files appraised as temporary for the 2000 decennial census (Job No. N1-029-00-2, Item 2.b.1).

Adequacy of Proposed Retention Period(s) for temporary records: Adequate from the standpoint of legal rights and accountability

Media Neutrality: Approved, excluding any records already in electronic form

Permanent Records: None in this section

SECTION C – DATA CAPTURE

This section of the schedule covers the digital images of the response questionnaires and the unprocessed source files containing responses from the completed questionnaires. The completed paper

questionnaires have been authorized for disposal under Job. No. N1-029-00-1/1 and are therefore not listed as a separate item under the proposed schedule.

Temporary Records: System Outputs

Item C1 – Electronic Files containing response data from the questionnaires

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Captured elsewhere in permanent records: The unprocessed source files containing questionnaire responses are incorporated and processed at headquarters into the Individual Census Record File, proposed for permanent retention under Item D3a of the proposed schedule.
- Previously approved as temporary: The above records are similar in nature and content to the response data electronic files appraised as temporary for the 2000 decennial census (Job No. N1-029-00-2, Item 2.b.1).

Adequacy of Proposed Retention Period(s) for temporary records: Adequate from the standpoint of legal rights and accountability

Media Neutrality: Approved, excluding any records already in electronic form

Permanent Records: System Outputs

Item C2 – Digital Images of response questionnaires scanned through the Decennial Response Integration System (DRIS)

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- Potential value for genealogical research: Although the public is likely to turn first to the Individual Census Record File (ICRF) for genealogical information retrievable by name and/or location, some researchers may wish to consult the actual questionnaires to possibly clarify a response and/or determine whether the questionnaire contains any additional information. The digital images, retrievable through the ICRF, will meet this need. The images take the place of the microfilm of the questionnaires that the Census Bureau created for prior censuses.

Adequacy of Proposed Transfer Instructions for permanent records: Appropriate

Media Neutrality: Approved, excluding any records already in electronic form

SECTION D – DATA PROCESSING

The data processing records under Items D1 and D2 consist of a number of initial and intermediate data files that pass through several processing stages before the final system outputs are generated. Most of the data processing is conducted on various data files to eliminate duplicate records, combine portions of multiple returns from the same household as appropriate, code write-in responses, conduct edits and imputations of census data, and recode records for tabulation.

The output records under D3 consist of three electronic files. The Individual Census Record File (ICRF) contains all response data, including all names and other written entries provided by respon-

dents, and all associated address and geographic information for each housing unit or person living in group quarters. The Detail File is a version of the ICRF that has been processed to eliminate personally identifiable information. While the ICRF manages processed respondent data from the United States, the District of Columbia, and Puerto Rico, the Island Areas Data Capture Files manages processed data from the U.S. Virgin Islands, American Samoa, Guam and the Commonwealth of the Northern Mariana Islands. The Island Areas data are keyed from paper questionnaires, and digital images are not created.

Temporary Records

Item D1: Input Records/Files - Decennial Response File

Item D2: Intermediate Outputs - Census Edited File

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Captured elsewhere in permanent records: The decennial response file and census edited file are processed at headquarters into the Individual Census Record File, proposed for permanent retention under Item D3a of the proposed schedule.
- Previously approved as temporary: The above records are similar in nature and content to the decennial response file and census edited file appraised as temporary for the 2000 decennial census (Job No. N1-029-00-2, Items 4.a.1 & 4.b.4).

Adequacy of Proposed Retention Period(s) for temporary records: Adequate from the standpoint of legal rights and accountability

Media Neutrality: Approved, excluding any records already in electronic form

Permanent Records: System Outputs

Item D3a – Individual Census Record File (ICRF)

Item D3b – Detailed File (DF)

Item D3c – Island Area Data Capture Files

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- Significant value for genealogical research: Once the 72-year restriction of census data expires, the Individual Census Record File (ICRF) will be the primary source for use of 2010 census data for genealogical research. The ICRF is the most complete electronic data file for the 2010 decennial census. It provides a unified record of individual responses for all housing units and all persons at each housing unit. Researchers will be able to retrieve individual responses by the individual's name and address, without using complicated indices and other finding aids. The Island Area Data Capture Files (one for each Island Area) have similar value for housing units and all persons at each housing unit in the U.S. Virgin Islands, American Samoa, Guam and the Commonwealth of the Northern Mariana Islands
- Documents the national experience: The Detailed File (DF) provides access to data for the 2010 decennial file. Household information has been removed from the file. As a result, the DF is useable for social and demographic research for the entire population. As the DF does

contain geographic information from which a respondent could be identified, access to the file is similarly governed by the 72-year restriction on census data.

- Serves as finding aid to other permanent records: The ICRF contains linkage information to the scanned images designated permanent under Item C2 of the proposed schedule.
- Previously approved as permanent: The ICRF and DF are similar in nature and content to the ICRF and DF appraised as permanent for the 2000 decennial census (respectively, Job Nos. N1-029-00-1, Item 3 and N1-029-00-2, 4.c.1).

Adequacy of Proposed Transfer Instructions for permanent records: Appropriate

Media Neutrality: Approved, excluding any records already in electronic form

SECTION E – COVERAGE MEASUREMENT PROGRAM

The Census Bureau will conduct a nationwide sample survey called the Census Coverage Measurement (CCM) to estimate the number of people and housing units missed or counted more than once in the 2010 Census. The results of the CCM will not be used to produce statistically corrected census data.

Temporary Records

Item E1 – Independent Address List Development for the Census Coverage Measurement

Item E3 – Person Interview

Item E4 – Person Follow-up

Item E5 – Final Housing Unit Follow-up

Item E6 – Processing and Production of Coverage Error Estimates

Item E7 – Coverage Measurement Operations Control System – Electronic Files

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Has little or no research value: All published reports and studies of the CCM program are proposed for permanent retention under Item I(a), Census 2010 Publications, Studies, and Reports, of the proposed schedule.
- Previously approved as temporary: The above records are similar in nature and content to the accuracy and coverage evaluation records approved as temporary for the 2000 decennial census (Job No. N1-029-00-2, Items 4.1 thru 5.5).

Adequacy of Proposed Retention Period(s) for temporary records: Adequate from the standpoint of legal rights and accountability

Media Neutrality: Approved, excluding any records already in electronic form

Permanent Records: None in this section

SECTION F – GEOGRAPHIC PRODUCTS AND OUTPUT

This section provides for the disposition of 2010 geographic products, including maps, geographic area reference files, and TIGER/Line Shapefiles. It does not cover maps used to support field data collection activities described in previous sections of this schedule.

Temporary Records

Item F3 – Cartographic records, regardless of format, that are preliminary in nature and contain no significant information not essentially reproduced in the final copy

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Has little or no research value: Record sets of reference maps and thematic maps, whether electronic or paper, are proposed for permanent retention under Items G1a, G2a and G2b of the proposed schedule and are discussed below under permanent records.
- Previously approved as temporary: The above records are similar in nature and content to the preliminary maps approved as temporary for the 2000 decennial census (Job No. N1-029-03-4, Item F3).

Adequacy of Proposed Retention Period(s) for temporary records: Adequate from the standpoint of legal rights and accountability

Media Neutrality: Approved, excluding any records already in electronic form

Permanent Records

Item F1a – Reference Maps – record set of electronic copies

Reference maps are maps that relate to data collection for Census 2010. These maps show the boundaries and names of geographic areas for which the Census Bureau tabulates and presents statistical data. They are currently available for viewing and printing through the Bureau's Internet website as PDF (Portable Document Format) files.

Item F2a – Thematic Maps – record set of electronic copies

These maps (a much smaller number than the reference maps) illustrate the results of Census 2010 and changes in U.S. population characteristics over time. Statistical thematic maps include a variety of different map types such as shaded maps, dot maps, proportional symbol maps, and isarithmic maps. Special purpose maps generally concentrate on a single theme, such as the Population Centers of the U.S. between 1790 and 2010. These maps are prepared from varied source data, including TIGER/Line data, but they are all unique and significant products of the Bureau's Geography Division. They are currently available for viewing and printing through the Bureau's Internet website as PDF (Portable Document Format) files.

Item F2b – Large sheet maps

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

- High potential research value: These maps are a type of agency publication that has significant evidential and informational value. The maps help illustrate the agency's presentation of findings from the 2010 census. They also help document the manner in which the agency conducted the census, showing the boundaries and names of geographic areas for which the agency tabulated and presented statistical data.
- Significant value for genealogical research: Use of reference maps for previous censuses has demonstrated the value of such records for researchers interested in tracing their ancestry through census schedules.

- Previously approved as permanent: These maps are similar in nature and content to the maps appraised as permanent for the 2000 decennial census (respectively, Job Nos. N1-029-03-4, Items 1a, 2a and 2b).

Adequacy of Proposed Transfer Instructions for permanent records: Appropriate

Media Neutrality: Approved, excluding any records already in electronic form

Item F4 – Geographic Reference Files

Geographic Reference Files function as a data dictionary, providing lists of geographic entities and related codes and names, as appropriate, for each collection and tabulation block, along with codes for higher-level collection and tabulation geographic areas in which each block is located. A set of state-based files provides names, codes, and selected attributes for collection or tabulation geographic entities, respectively.

Item F5 – Tiger/Line Shapefiles

The TIGER/Line Shapefiles are extracts containing selected geographic and cartographic information from the Census Bureau's MAF/TIGER[®] database. Spatial data for geographic features such as roads, railroads, rivers, and lakes, as well as legal and statistical geographic areas are included in the product. Other information about these features, such as the name, the type of feature, address ranges, and the geographic relationship to other features, is also included.

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- High potential research value: The Tiger/Line Shapefiles and Geographic Reference Files provide tools for interpreting 2010 census maps and establishing the hierarchical relationship of maps covering geographic entities at various levels (e.g., states/counties/localities). They may be used by the public in analytical and other geographic research studies, such as in geographic information systems.
- Previously approved as permanent: These electronic records are similar in nature and content to the Tiger/Line files appraised as permanent under Job No. N1-029-00-2, Item 1.a.9.

Adequacy of Proposed Transfer Instructions for permanent records: Approved

Media Neutrality: Approved, excluding any records already in electronic form

SECTION G – DATA PRODUCTS

With the exception of the Public Use Microdata Sample (Item G8), the data products contain summaries of questionnaire responses. The number of people and housing units is presented with totals and subtotals by population characteristics such as age, race, sex, Hispanic origin and household relationship. The data from these products will be disseminated mainly using a data retrieval system called the American FactFinder, as was the case with data products from census 2000. These products have largely replaced the printed reports and publications formerly used for distribution of summary statistical data.

Temporary Records: None in this section

Permanent Records

Item G1 – 2010 Census State Population Totals for Apportionment Purposes

Summary 2010 data used to reapportion the U.S. House of Representatives.

Item G2 – 2010 Census Redistricting Data To Fulfill Public Law 94-171

Summary 2010 data used for legislative redistricting, with totals for 63 categories of race.

Item G3 – Summary Data File (SF 1)

Summary 2010 data at the block and/or census tract area by race and ethnicity and selected population and housing characteristics.

Item G4 – Summary Data File (SF 2)

Summary 2010 data, including population and housing characteristics iterated by categories of race/ethnicity/tribe.

Item G5 – Congressional District Data Summary Files

Retabulations of SF 1 data for Congressional districts redrawn following the 2010 census.

Item G6 – State Legislative District Summary File

Retabulation of SF 1 for State legislative districts redrawn following the 2010 census.

Item G7 – American Indian and Alaska Native Summary File

Item G8 – Public Use Microdata Sample (PUMS)

Demographic, social, economic, and housing data from a sample of the responses, with identifying information removed.

Item G9 – Island Area Data Products

Demographic profiles; summary file; social, economic and housing characteristics report; detailed cross-tabulations, with PUMS for the U.S. Virgin Islands and Guam.

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Documents significant actions of Federal officials: Several of these products are mandated by law. The summary data files provide the population totals used by Congress for reapportioning the U.S. House of Representatives, as well as those used by the States for redistricting their legislatures. The population totals for race and Hispanic origin will be used to measure compliance with the Voting Rights Act.
- High potential research value: The summary data files provide counts of population characteristics, such as age, race, sex, Hispanic origin and household relationship, sorted at a variety of geographic levels. Of similar value is the Public Use Microdata Sample File that provides demographic, social, economic, and housing data for a sample of the population.
- Previously approved as permanent: These data products are similar in nature and content to the data products appraised as permanent for the 2000 decennial census (Job No. N1-029-00-2, Item 6).

Adequacy of Proposed Transfer Instructions for permanent records: Approved

Media Neutrality: Approved, excluding any records already in electronic form

SECTION H – COUNT QUESTION RESOLUTION

This program provides for an administrative review to handle challenges to official counts of housing units and group quarters population in particular geographic areas. Changes will not be made to the apportionment or redistricting counts, or to any census data products, as a result of the review.

Temporary Records

Item H: Certified letters of revised housing unit and group quarters population counts for affected government entities and any maps with revised geographic and coverage information from successful challenges

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Has little or no research value: The program has no effect on the official results from the 2010 census. The records are used for purposes of evaluation and planning, and the official published history of the 2010 census (Item L) includes an evaluation of the strengths and weaknesses of the 2010 census operation.

Adequacy of Proposed Retention Period(s) for temporary records: Adequate from the standpoint of legal rights and accountability

Media Neutrality: Approved, excluding any records already in electronic form

Permanent Records: None in this section

SECTION I – PUBLICATIONS, STUDIES, AND REPORTS

This section covers all official 2010 Census publications formally coordinated, prepared, and printed by the Government Printing Office, private contractors, or the agency itself or posted on the Census Bureau website; special project studies and reports conducted by the Census Bureau or under contract to the Census Bureau; and public relations flyers, brochures and educational materials related to the 2010 decennial census.

Temporary Records: None in this section

Permanent Records

Item I(a): Official record set

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- High potential research value: The publications help document the findings and results of the 2010 Census; the special project studies and reports help place the findings and results in context; and the publicity and educational materials help document the means and manner in which the Census Bureau sought to promote a high level of response.
- Previously approved as permanent: These records are similar in nature and content to the products appraised as permanent for the 2000 decennial census (Job No. N1-029-00-2, Items 7a & 7b).

Adequacy of Proposed Transfer Instructions for permanent records: Approved

Media Neutrality: Approved, excluding any records already in electronic form

SECTION J – DECENNIAL APPLICANT, PERSONNEL, AND PAYROLL SYSTEM (DAPPS)

The one item covered by this section has been crossed off the schedule, because this system, which contains payroll and personnel-related data, is already authorized for disposal under the Census Administrative Manual, Chapter K3.

SECTION K – CENSUS 2010 CONTRACTS AND CONTRACT-RELATED MATERIAL

This section covers housekeeping records normally authorized for disposal under General Records Schedule 3, Procurement, Supply, and Grant Records.

Temporary Records

Item K: Census 2010 Contracts and Contract-Related Material

Proposed Disposition: Temporary.

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Previously approved as temporary: These records are covered by General Records Schedule 3, Item 3a(1), with a retention period of 6 years and 3 months after final payment for transactions that exceed the simplified transaction threshold. The Census Bureau wishes to retain these records for a longer period, namely, 10 years after final payment or when no longer needed for census planning purposes, whichever is later. The records are similar in nature and content to those approved as temporary for the 2000 decennial census (Job No. N1-029-00-2, Item 9).

Adequacy of Proposed Retention Period(s) for temporary records: Adequate from the standpoint of legal rights and accountability

Media Neutrality: Approved, excluding any records already in electronic form

Permanent Records: None in this section

SECTION L – DECENNIAL CENSUS PLANNING, MANAGEMENT AND EVALUATION FILES

This section covers high-level program records relating to the planning, management, and conduct of the 2010 census.

Temporary Records: None in this section

Permanent Records

Item L: Policy, decision, and informational memoranda; operations manuals; training and promotional materials; records documenting the progress of operational and program activities; summary budget and cost data; summary level evaluation reports; and other substantive records, including the official published history of the 2010 census.

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Documents significant actions of Federal officials: These records provide a basis for documenting the Census Bureau's planning and management of the 2010 decennial census; the records also provide a basis for evaluating the effectiveness of the Census Bureau in conducting this important initiative.
- Previously approved as permanent: These records are similar in nature and content to the planning and management records appraised as permanent for earlier decennial censuses (Job No. N1-029-93-1, Item 1).

Adequacy of Proposed Transfer Instructions for permanent records: Approved

Media Neutrality: Approved, excluding any records already in electronic form

SECTION M – CENSUS PRE-TESTS AND 2008 DRESS REHEARSAL OPERATIONAL AND OTHER RECORDS

During the course of the decade, the Census Bureau engaged in an ambitious testing program. Pre-tests, which are conducted as needed throughout the decade, are designed to develop new approaches and techniques for possible implementation in the 2010. Records relating to the operations conducted in these tests are listed in this section.

Temporary Records

Item M1 – Address List Development Records

Item M2 – Data Collection, Data Capture, and Data Processing Records

Item M3 – Survey Records

Item M4a – Dress Rehearsal Data Products – Electronic Files

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Has little or no research value: As the results of these pre-test and dress rehearsal operations are documented in the hardcopy reports and publications proposed for permanent retention under Item M4b, the records documenting the actual conduct of the pre-tests and dress rehearsals do not have sufficient value to warrant permanent retention.
- Previously approved as temporary: The records are similar in nature and content to those approved as temporary for the 2000 decennial census (Job No. N1-029-00-2, Items 11a thru 11c, and 11d1).

Adequacy of Proposed Retention Period(s) for temporary records: Adequate from the standpoint of legal rights and accountability

Media Neutrality: Approved, excluding any records already in electronic form

Permanent Records

Item M4b – Dress Rehearsal Data Products – Hardcopy reports and publications

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification

- Documents significant actions of Federal officials: These records document the Census Bureau's planning for the conduct of the 2010 census and provide a basis for evaluating the effectiveness of the agency's planning.
- Previously approved as permanent: These records are similar in nature and content to the products appraised as permanent for the 2000 decennial census (Job No. N1-029-00-2, Item 11d2).

Adequacy of Proposed Transfer Instructions for permanent records: Approved

Media Neutrality: Approved, excluding any records already in electronic form

SECTION N – ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

This section covers electronic copies of records used solely to generate a recordkeeping copy of records covered by other items in the proposed schedule. As General Records Schedule 20, Items 13 and 14, already provide authority for the disposal of such records, the items in this section of the proposed schedule have been crossed off.

HENRY WOLFINGER
Life Cycle Management Division

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